

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**May 4, 2004**

**FROM: G. DANIEL OJEDA, Director**  
Architecture & Engineering Department

**GARY PENROD, Sheriff**  
Sheriff's Department

**SUBJECT: GLEN HELEN REHABILITATION CENTER BAKERY ADDITION – APPROVE  
PROJECT, INCREASE APPROPRIATIONS AND AWARD ARCHITECTURAL  
SERVICES CONTRACT**

**RECOMMENDATION:**

1. Approve the Glen Helen Rehabilitation Center Bakery Addition Project; and
2. Increase appropriations and revenues by \$25,000 in the Capital Improvement Program as detailed in the Financial Impact section below (Four votes required); and
3. Award a \$19,500 architectural services contract to Bojorquez & Associates, Inc. of Irvine for Design Consultant Services for the Glen Helen Rehabilitation Center Bakery Addition.

**BACKGROUND INFORMATION:** The Glen Helen Rehabilitation Center (GHRC) is located at 18000 West Institution Rd., Devore. Over the past few years, bakery production levels have increased dramatically at the Glen Helen Bakery. Currently, the bakery produces 1,000 loaves of bread a day, between 2,000 and 3,000 bagels and rolls per day, and at least 2,000 cookies per week. Additional bakery equipment has been added over time to accommodate the current production levels, thus creating a storage space problem. The storage problem has led to the necessity of placing bread racks outside of the building. This does not meet the current environmental health guidelines and needs to be corrected immediately. The increased production of bread, rolls and cookies has also exceeded the capacity of the cool room, which is used to keep the completed bakery goods in a cool conditioned space.

The addition of approximately 900 s.f. of floor space will provide the expansion of the cool room, equipment storage and dry goods storage areas. This addition provides the bakery the required space to meet their production needs and addresses the environmental health compliance issues.

The Architecture & Engineering (A&E) Department sought proposals through the informal Request for Proposal (RFP) process as outlined in County Policy 11-05SP for contracts for consultant services less than \$75,000. On March 4, 2004, six firms were sent Request for Proposals to provide the design services for this project. Architecture and Engineering received three (3) proposals: Bojorquez & Associates, Inc. of Irvine; STK Architecture, Inc. of San Jacinto; and Brian R. Bloom, Architect of Ontario. Bojorquez and Associates, Inc. were selected on the basis of their extensive restaurant and institutional design experience. This consultant was also the lowest cost proposer. After Bojorquez and Associates, Inc. provides the construction cost estimate, the Inmate Welfare Board will review for approval of funding.

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**BOARD OF SUPERVISORS**

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This project is consistent with a County Administrative Office approved Capital Improvement Program request (CIP # 03-66).

**REVIEW BY OTHERS:** This item has been coordinated with Eli Montoya (387-8904), Department Contract Compliance Designee, on April 21, 2004; approved as to legal form by County Counsel (Rex Hinesley, Chief Deputy County Counsel, 387-5480) on April 22, 2004; and reviewed by the County Administrative Office (Lynn Chacon, 387-5426 and Laurie Rozko, 387-8997, Administrative Analysts) on April 26, 2004.

**FINANCIAL IMPACT:** The Inmate Welfare Fund (IWF) committee members previously approved funding of \$25,000 for the design of the GHRC Bakery Addition. Staff will present the final plans and specifications for approval before advertising for construction bids. After the bids have been received and reviewed, Sheriff staff will present the information to the Inmate Welfare Fund (IWF) committee to seek approval for 100% IWF funding for the construction phase. Upon approval of funding for the construction phase by the IWF committee, a request for approval for the construction contracts and any necessary appropriation changes will be submitted for Board consideration in accordance with county policy. The GHRC Bakery Addition is an appropriate project to be funded by IWF sources in accordance with Penal Code section 4025.

Increase appropriations by \$25,000 in the Capital Improvement Program (CJV-CIP-4610-4030)  
Increase revenues by \$25,000 in the Capital Improvement Program (CJV-CIP-4610-9975)

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action based on the 100% funding from the Inmate Welfare Fund. Completion of this project will improve the functionality of the Bakery without increasing existing staffing levels. There is no impact on local cost.

**SUPERVISORIAL DISTRICT(S):** Second

**PRESENTER:** G. Daniel Ojeda, Director, A&E, 387-5025  
Norm Hurst, Deputy Chief, Sheriff's Department, 387-3636

CJ: 387-5275

js: 387-5025

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